

PUBLIC DEFENDER SERVICES COMMISSION

*ANNUAL PERFORMANCE EVALUATION OF
ATTORNEYS*

All Public Defenders, Supervisory Assistant Public Defenders, Assistant Public Defenders and Deputy Assistant Public Defenders shall be evaluated annually as to their performance in accordance with the following requirements:

1. Supervisory attorneys shall complete a written evaluation of each attorney under their supervision in accordance with criteria established by the Chief Public Defender. Supervisory attorneys shall meet with each attorney to discuss the attorney's performance and review the written report. Said written report shall then be forwarded to the Director of Personnel in accordance with a schedule established by the Chief Public Defender.
2. The Director of Personnel shall develop forms and procedures for conducting attorney performance evaluations.
3. Annual performance evaluation of attorneys shall include assessment of the following:
 - a) Effectiveness in the representation of clients.
 - b) Professionalism in relationships with clients.
 - c) Familiarity with the Public Defender Services Commission's *Guidelines On Indigent Defense* and observance of said guidelines in accordance with their "Purpose", as set forth at p. 1.
 - d) Professionalism in working relationships with colleagues and office support staff.
 - e) Effectiveness in management of time and workload.
 - f) Use of office resources effectively and appropriately.
 - g) Adherence to Commission Policy regarding work hours for attorneys.
 - h) Professional development and achievements.
 - i) Participation in a minimum of twelve hours of professional education and training annually, including public defender, bar and professional association, regional, or national training events and seminars, and taped or multimedia programs..
 - j) Professionalism in working relationships with judges and other court personnel.
 - k) Maintaining positive public image for Office of Public Defender.
 - l) Such other criteria as the Chief Public Defender may determine.

4. In order to conduct annual performance evaluation of attorneys fairly and effectively, supervisors should observe the attorney's courtroom performance and interaction with clients and court personnel during the year, and may review case files to evaluate the attorney's approach to individual cases.
5. Supervisory attorneys shall be evaluated annually by the Chief Public Defender or Deputy Chief Public Defender, or their designee in accordance with the same procedures as set forth in paragraph 1. Annual performance evaluation of supervisory attorneys shall include assessment of the supervisor's management skills, performance of administrative duties, adherence to Commission policies, compliance with directives of the Chief and Deputy Chief Public Defender, and effectiveness in supervising their office.

Adopted June 15, 1999

